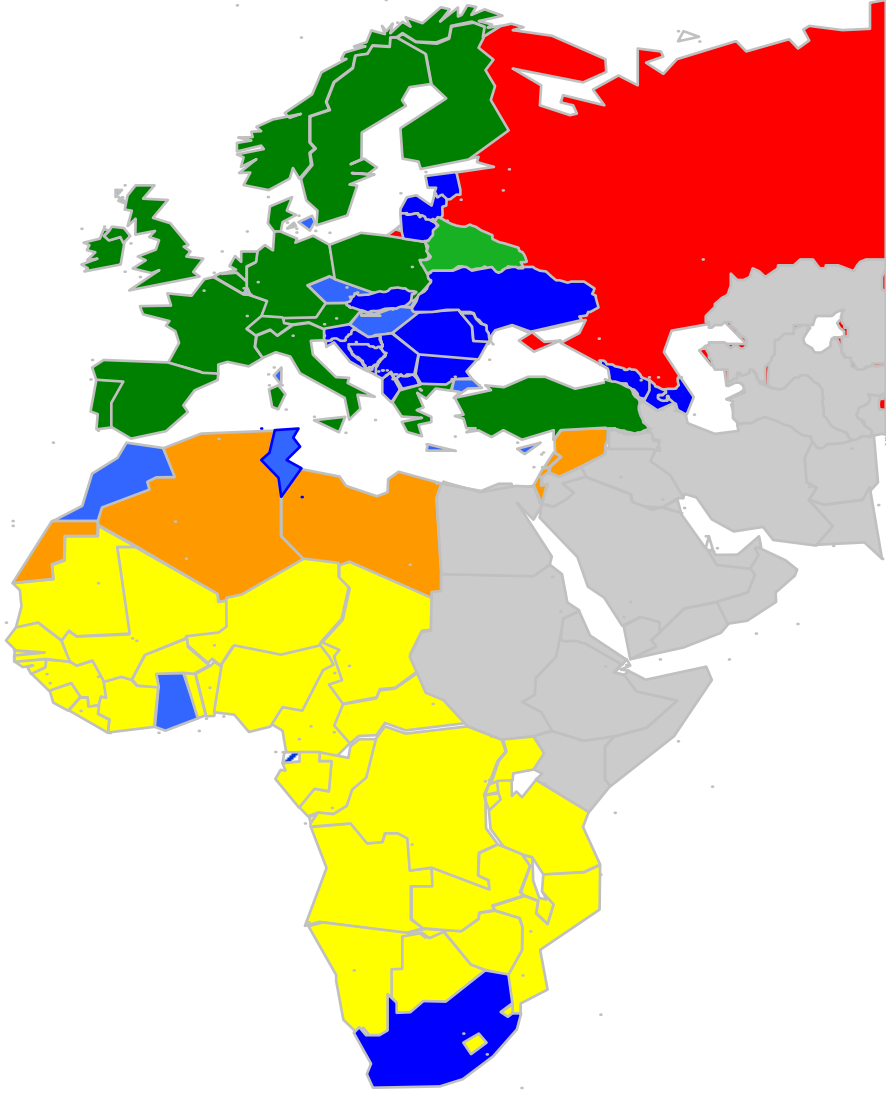
In-Country Planning Conference

Event Planning Cycle



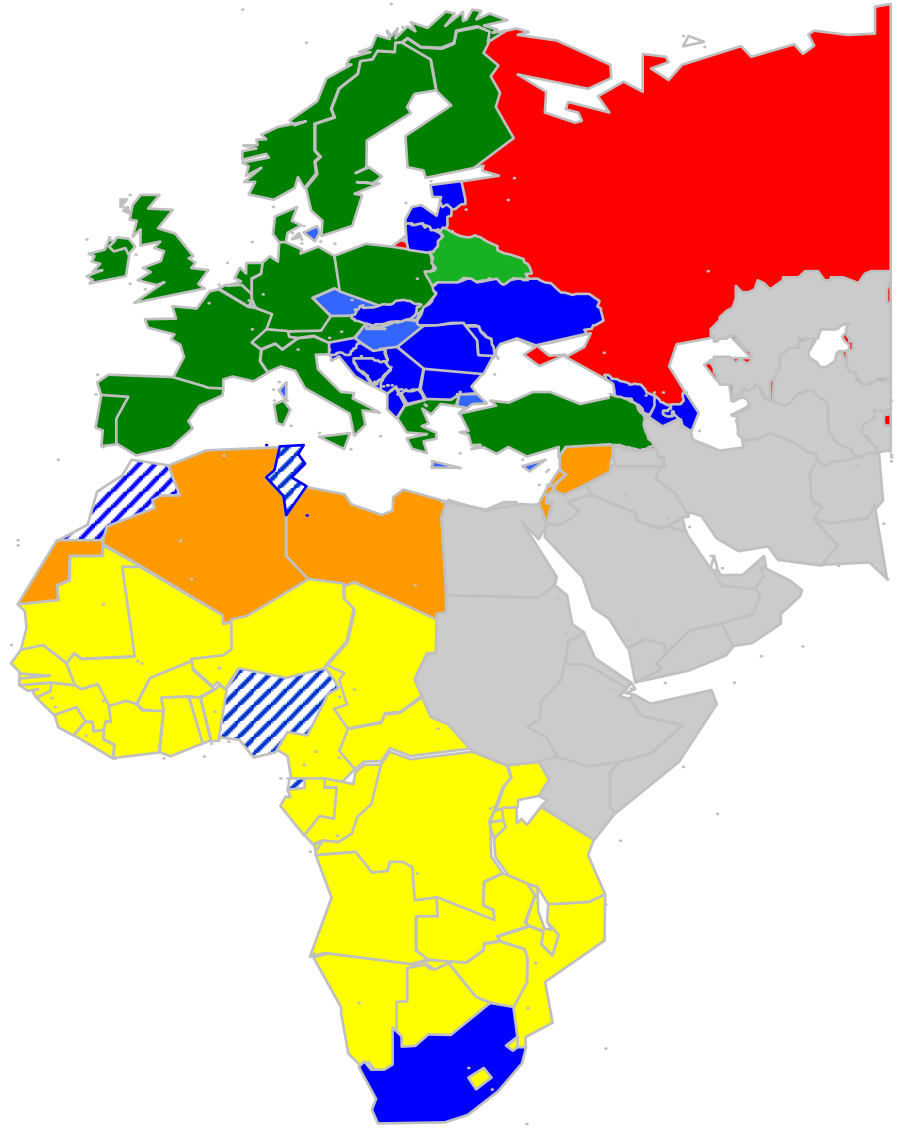
Long-Range Planner
Central Europe

Event Planning Cycle

Outline

- *M2M/JCTP Parameters*
- *Event Types and their Conception*
- *Event Coordination and the Approval Process*
- *Concept Sheet Overview*
- *Planning Cycle Suspenses*

JCTP: Communication is the Key



Event Planning Cycle

JCTP Parameters

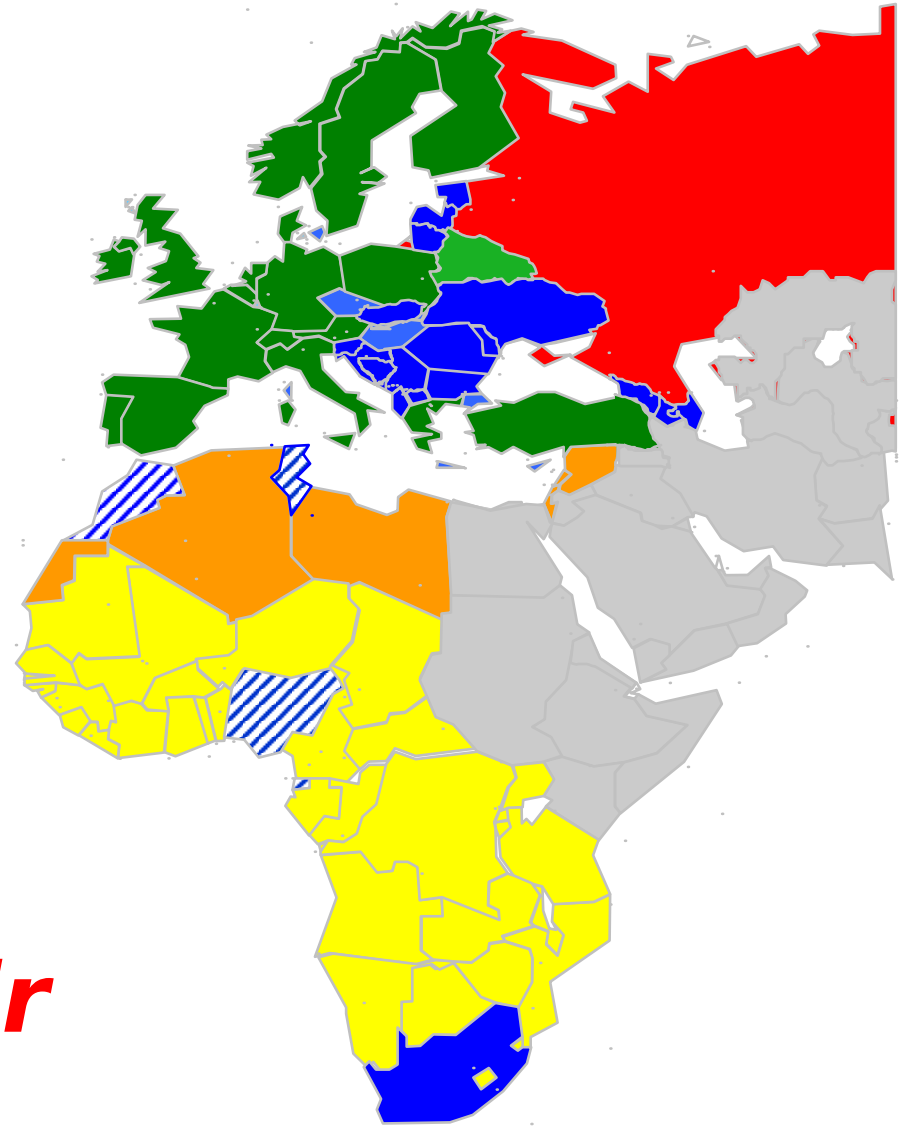
JCTP Operational Parameters

- **Legal Basis**
  - Title X, Section 168, Military-to-Military contacts & comparable activities
- **M2M/JCTP can fund:**
  - Traveling Contact Teams
  - Military Liaison Teams (i.e. Bilateral Affairs Officer & Staff Augmentation)
  - Exchanges
  - Seminars & Conferences
- **M2M/JCTP cannot fund:**
  - Training
  - Services
  - Equipment
  - Participation in Exercises

TCA Funded
Not impacted by ASPA

Event Planning Cycle

Event Types and their Conception

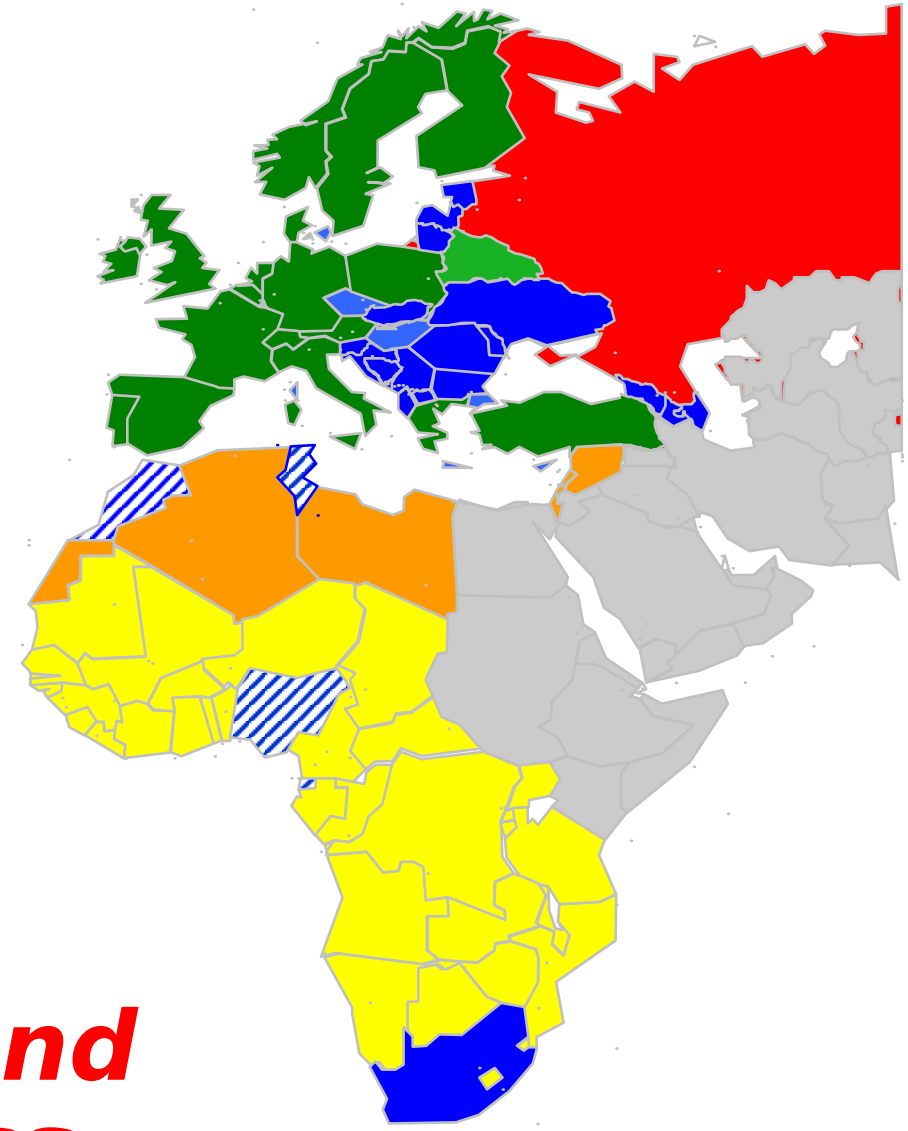


Event Types

- *Traveling Contact Team (TCT)*
- *Familiarization Visit (FAM)*
- *Shadow Familiarization Visit (SFAM)*
- *Ship Visit*
- *Exchange (EXCH)*
- *Conference (CONF)*
- *SPP Events*
  - *Senior Officer Visits (TAG Visits)*
  - *GuardEx*
  - *Small Unit Events*
  - *Mil-to-Civ*
  - *Civ-to-Civ*

Event Conception

- ***Event Life Cycle Starts 9-18 Months Prior to Actual Execution.***
  - ***Appendix 3: Joint Contact Team Program (JCTP) Military-to-Military Contact Program***
  - ***Appendix 4: State Partnership Program (SPP)***
- ***ODC and Host Nation must communicate***
  - ***Long-Range Planning: Only 30-35 "good" weeks per year***
  - ***SPP Annual Training drives dates of some events***
  - ***Concept Sheet Development: HN Input clear and concise***
  - ***In-Country Planning Conference (ICPC)***
- ***Concept Sheet Turn-In/Review***
- ***Event Acceptance by Component***



Event Planning Cycle

Event Coordination and the Approval Process

Event Coordination

- *ICPCs scheduled Jan/Feb/Mar each year*
- *Following ICPC, all Components receive DRAFT concept sheets*
- *Components review for supportability; LRP reviews for history, justification, and format*
- *Apr/May/Jun used to complete coordination and review of all events for all countries in the Branch*
- *July used to complete Approval process*
- *August – Annual Tasking Message published for all Components and HQ visibility*

JCTP Component Support

- ***United States Army—Europe (USAREUR)***
  - ***Coordinates ALL US Army events, in and out of AOR***
  - ***Title X Issues with "green suit" events***
  - ***180-day coordination window***
- ***United States Air Forces—Europe (USAFE)***
- ***United States Navy—Europe (NAVEUR)***
- ***Marine Forces—Europe (MARFOREUR***
- ***Special Operations Command—Europe (SOCEUR)***
- ***United States Coast Guard (USCG)***
- ***State Partnership Program (SPP; state Guard units)***

Component Coordination Issues

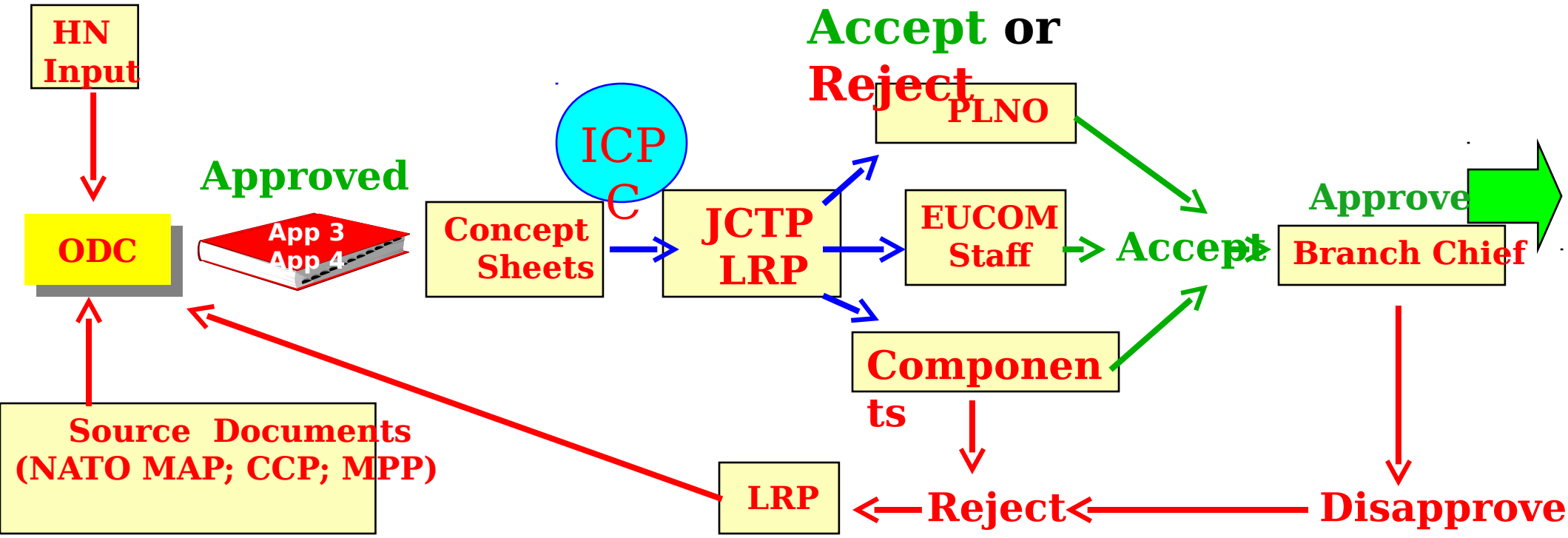
- ***Component Advance Work***
  - ***Component Unit Tasking; shop event around; find best unit***
- ***POC Identification***
  - ***Component delivers living/breathing POC NLT 60 days out***
- ***Communication***
  - ***Early transmission of Event Slides (NLT 30 days), Bios, Itineraries (14 days out for FAMs)***
- ***AARs***
  - ***Quality Control; Observe Actual Presentations, Escort FAMs***

Dual Desk Officer Coordination Issues

(Component and JCTP RPM)

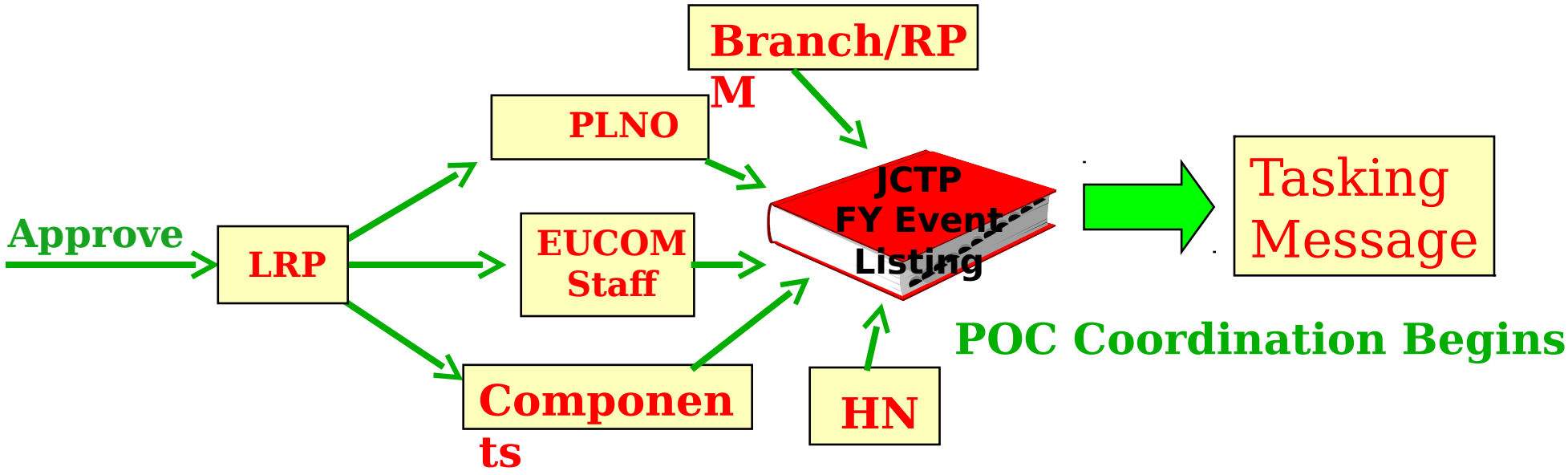
- ***Communication***
  - ***Time Zone Differences; Phone vs E-mail, 6th Fleet Message Traffic***
- ***Timelines***
  - ***30-60 Day Windows, Process ITOs, TTADs, MIPRs, Clearances.***
- ***Misperceptions***
  - ***Oversight Responsibilities, USAREUR vs SPP, TRADOC vs DA, NAVEUR vs 6th Fleet***
- ***Escort Officers***
  - ***Finance Support, Vehicle Rentals, Coaching***

EVENT APPROVAL PROCESS



OCT-DEC	JAN-MAR	APR-JUN

EVENT APPROVAL PROCESS

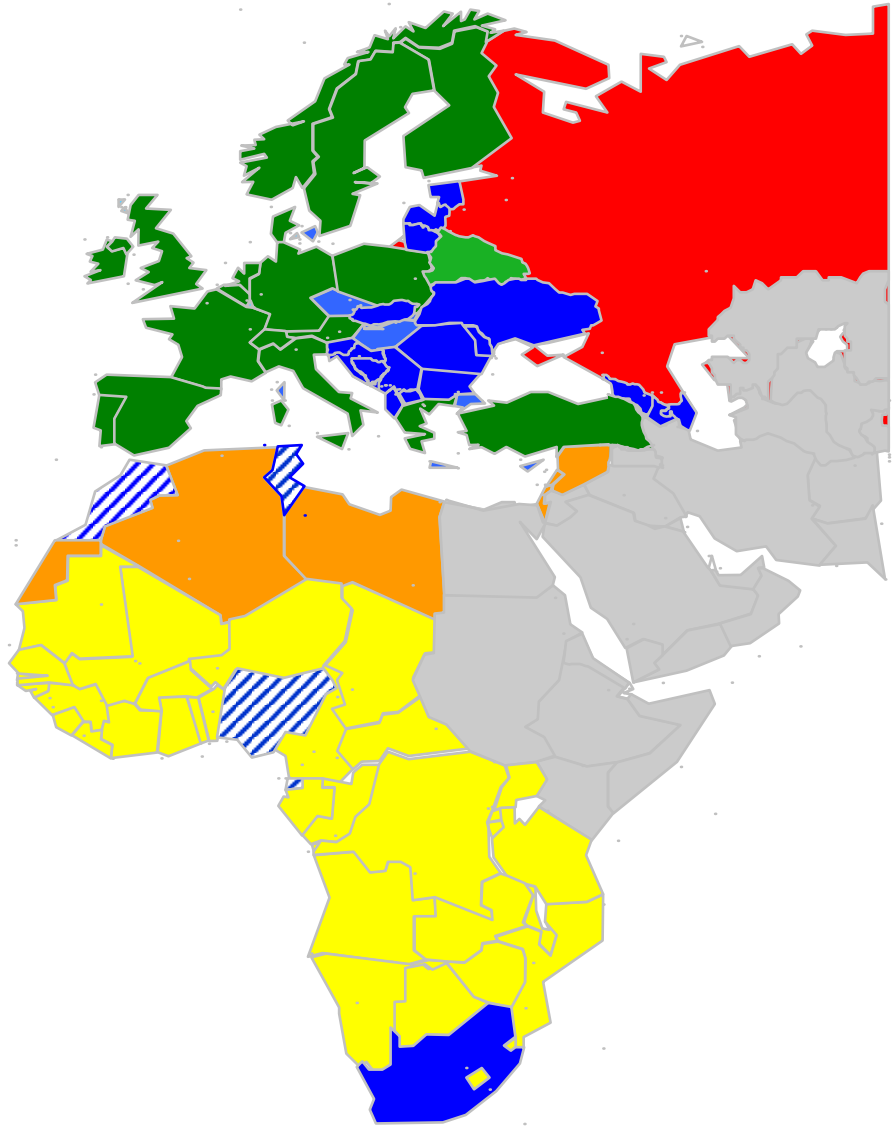


JUL

AUG

Event Planning Cycle

Concept Sheet Overview



UNCLASSIFIED

CONCEPT SHEET OVERVIEW

- Describes Purpose, Content and Audience for the proposed event
- Ensures the event meets legal guidelines (Title X, Sec 168)
- Provides justification for funding (Traditional Commander Activity—TCA)
- Links event and JCTP to Country Campaign Plan
  - Objectives/Goals/Familiarization Areas
- Shows Estimated Costs for event
- Provides Contact info for all concerned

CONCEPT SHEET SUBMISSION

- **Event Target Total + 10 %**
  - **Exceptions available**
- **Annual Submission**
  - **Jan-Jun**
- **Out-Of-Cycle Events**
  - **BAO Must Obtain POC Prior to Approval**

COMPONENT UNABLE TO SUPPORT

- High Operations Tempo
- Don’t Have Specific Expertise
- Not the Appropriate Event Type
  - Better Assess Host Nation Capabilities and Equipment
  - Quality Follow-on Event
    - TCT/FAM combination

EVENT / CONCEPT SHEET CHANGES

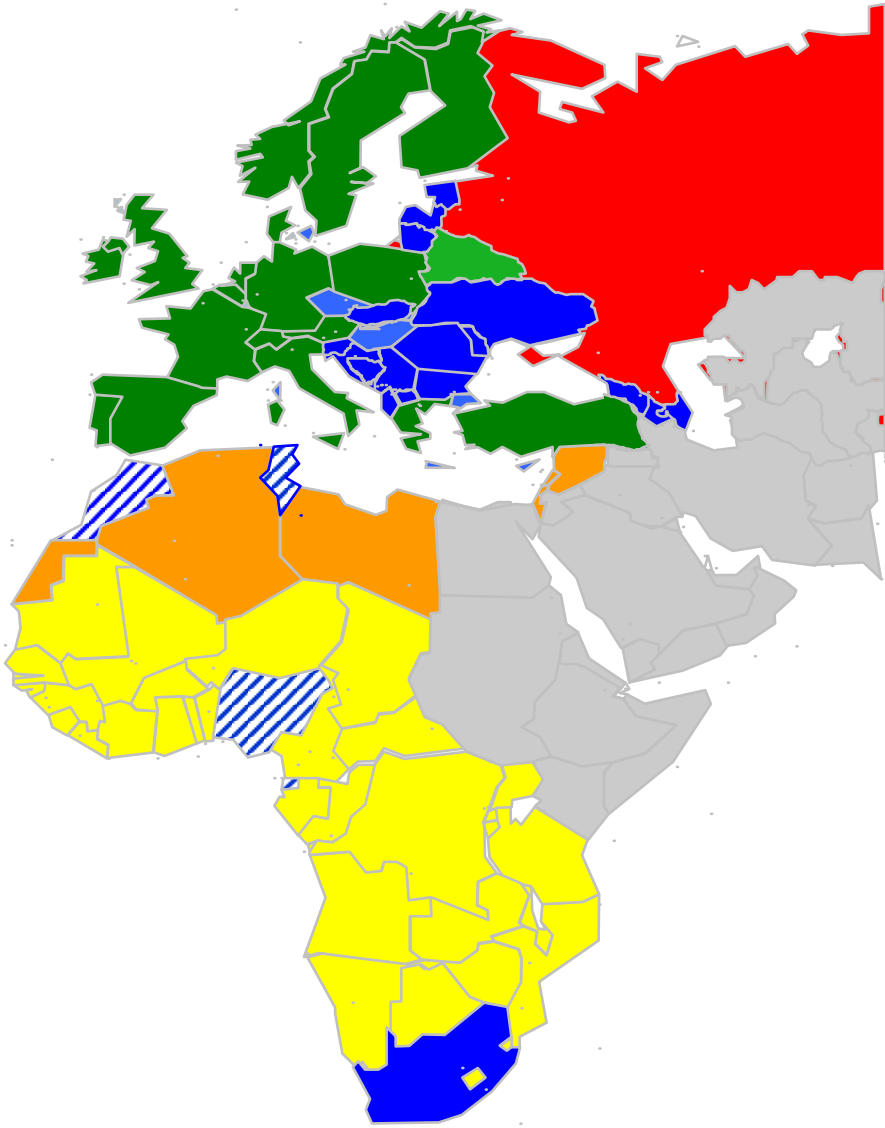
- **Require LRP or Chief, JCTP Approval**
- **Based on direct ODC & POC coordination**

TYPES OF CHANGES REQUIRING APPROVAL

- Major Event Content Changes
- Extension of Event Days
- Postponement to Another Fiscal Year
- Event Type Change
- Change of OPR
- Adding General / Flag Officer to FAM
- Increased Funding
- Event Cancellation
- Increase in number of travelers

CHANGES BETWEEN BAO & OPR (POC)

- **Minor Event Content Changes**
  - **Event Date Change Within Fiscal Year or Quarter**
- **Requires JCTP & Component Coordination**



Event Planning Cycle

Planning Cycle Suspenses

PLANNING CYCLE SUSPENSES

- **1Q FY USAREUR/DA Event Concept Sheets: *1 Apr***
  - ***1QFY Tasking Message: 15 Apr***
- **CCP/Appendix 3 (JCTP) and Appendix 4 (SPP): *mid- Apr***
- **Remaining FY Concept Sheets: *1 Jun***
  - ***2-4QFY Tasking Message: 1 Aug***

CONCLUSION

- ***YOU*** **Create Quality Events**
  - **Concept Sheets are working documents**
- ***YOU*** **Ensure a Smooth Planning Cycle**
- ***YOU*** **must meet necessary suspenses to keep the program on track**

END OF BRIEF

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QUESTIONS / DISCUSSION?